

STATE OF HAWAII
Accounting Manual

Volume I

Part 100: Introduction to the Accounting Manual

Page 110.01

SECTION 110: STATEMENT OF PURPOSE

The purpose of accounting manuals in general is to provide a continuing documentation of management decisions concerning the organization, policies, and procedures used in financial control, record-keeping, and reporting.

The objectives of this accounting manual in particular are:

1. To furnish a reference guide, for both new and continuing employees, by which job training, efficiency, and precision can be improved. If the manual is adequate in meeting this objective, it must set forth the assignments of accounting responsibility, the interrelationships among organizational units, and the day-to-day operating instructions, with clarity and simplicity.
2. To provide a basis for review, by any level of superior authority, of compliance with approved accounting practice.
3. To gain acceptance of, and to provide a vehicle for, changes that must be made in the accounting system to keep it relevant to changing needs.

July 1, 1969